

**ARIZONA CHAPTER  
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.  
CERTIFIED FIRE INVESTIGATOR COMMITTEE  
STANDARD OPERATING GUIDELINES  
Revised: July 8, 2014**

**Purpose:**

To oversee and manage the testing for the International Association of Arson Investigators certification testing as well as promoting the CFI certification and other certifications offered by the IAAI.

**Composition:**

The CFI committee shall be comprised of 2 (two) co-chairs. One co-chair shall administer the test in northern and central Arizona, and the other co-chair shall administer the test in southern and eastern Arizona.

**Duties:**

- 1) Provide education at seminars to members about the various levels of certification offered by the IAAI and answer questions about the application and testing process for each of the certifications.
- 2) Receive and offer recommendations of CFI candidates from the IAAI.
- 3) Communicate with CFI candidates and arrange for CFI testing date, time and location.
- 4) Receive CFI test from IAAI.
- 5) Administer the CFI test per IAAI guidelines.
- 6) Package CFI test per IAAI standards and return tests to IAAI.
- 7) Report to the Arizona Chapter Board on current CFI testing and activity with the program during scheduled board meetings.